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# Office Memorandum • UNITED STATES GOVERNMENT

TO : Director of Training

DATE: 19 November 1953

FROM : Chief, Orientation and Briefing Division

25 YEAR RE-REVIEW

SUBJECT: Report for Week - 1200 hrs., 12 November to 1200 hrs., 19 November 1953

## I. INDOCTRINATION

1. Today, Thursday, 19 November 1953, a total of 35 persons attended the weekly Indoctrination Program. The audience consisted of 30 new persons and the following 5 individuals from the Office of the Assistant Chief of Staff, G-2, Department of the Army:

<u>Name</u>	<u>Title</u>
Maj. Cleo S. Freed	Executive Officer, Administrative Division
Capt. John D. Smith.	Chief, Distribution Section, Special Research Branch, Production Division
Capt. Grear O. Clawson	Area Officer, Attache Branch, Administrative Division
Mr. Parmely C. Daniels	Management Engineer
Miss Isabel Miller	Military Intelligence Analyst, Documents Library

2. Audience evaluation: Above average, although the female side was very weak.

3. We have heard from the Office of Naval Intelligence that they desire to make formal plans based upon a report to them by Col. Lindbeck, Training Officer, ONI, prior to their weekly participation. It is our understanding at the present time that ONI will make the customary request of the Director of Training before representatives of ONI attend regularly.

## ORIENTATION

1. The normal preliminary arrangements have been made with the Department of Agriculture for the use of the Auditorium for the Thirteenth Agency Orientation Course which, according to regulations, will be conducted during the first week of February 1954.

2. All of the notes of appreciation for work done by various individuals in helping us produce the Twelfth Orientation Course will be in the hands of the Director of Training within the next day.

3. We have just received the machine run of the Twelfth Course, and in addition to its use by the Office of Training, it will be available to other offices as a record of attendance. From this machine run we will get the categories of information which are incorporated in the official report which

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will go to the Director of Training this coming week.

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4. On Friday, 13 November, [redacted] and three others from OCI, assigned to Latin American desks, were with us to listen to a playback of Nelson Rockefeller's address at the Twelfth Course.

### III. SPECIAL

1. On Friday, 13 November, the Chief, Orientation and Briefing Division, presented the "Organization and Functions of CIA" at the Strategic Intelligence School (SIS). Following the presentation, the Chief, OB/D, met with Col. Harold Kehm, Assistant Commandant, SIS, who is desirous of meeting our Director of Training. In keeping with the wishes of the D/TR and recognizing his availability, a date will be set up for this meeting after Thanksgiving.

2. A request has been received from the Counter Intelligence Corps School, Fort Holabird, Maryland, for two presentations to be made. A reply is being prepared for the signature of the Director of Training on this subject.

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3. The Orientation and Briefing Division assisted [redacted] in various ways in staging an Agency-wide briefing for Gen. Curtis E. LeMay Commander, Strategic Air Command.

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4. Arrangements have been made for the Chief, OB/D, and [redacted] to visit the following Office of Operations' activities to maintain up-to-date knowledge of these functions: FBID, FDD, and the SOVMAT Staff. Other tours will be arranged as soon as they can be fitted into the schedule.

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